



# University Partners

Student organization events, programs and leadership needs on our campus are multifaceted. To address specific needs and concerns, OSPLD works in collaboration with various campus departments and programs to best support student organizations and students on the SF State campus.

**Academic Resources**  
<http://www.sfsu.edu/~acadres/>

Ray Paton  
Academic Facilities

**Advising Center**  
<http://www.sfsu.edu/~advising/>  
338-2101

**Associated Students Inc.**  
<http://www.asisfsu.org/>

A.S. President  
338-3497  
[president@asisfsu.org](mailto:president@asisfsu.org)

VP of Internal Affairs  
338-2324  
[vpia@asisfsu.org](mailto:vpia@asisfsu.org)

VP of External Affairs  
335-0477  
[vpexternal@asisfsu.org](mailto:vpexternal@asisfsu.org)

VP of Finance  
[vpfinance@asisfsu.org](mailto:vpfinance@asisfsu.org)  
338-2892

A.S. Business Office  
338-2321  
SC M102

Peter Koo, Executive Director  
[pkoo@sfsu.edu](mailto:pkoo@sfsu.edu)  
338-2321

**Athletics**  
<http://athletics.sfsu.edu/>

Mike Simpson, Director  
[msimpson@sfsu.edu](mailto:msimpson@sfsu.edu)  
338-2218

**Cal State 9 Credit Union**  
<https://www.calstate9.com/web/>

Sonia Lopez  
Banking Services  
[slopez@calstate9.com](mailto:slopez@calstate9.com)  
338-3019

**Career Center**  
<http://www.sfsu.edu/~career/>

Jack Brewer, Director  
[careerct@sfsu.edu](mailto:careerct@sfsu.edu)  
338-1761

**C.E.A.S.E. – Prevention Education Program**  
<http://www.sfsu.edu/~cease/>

Michael Ritter, Coordinator  
[mritter@sfsu.edu](mailto:mritter@sfsu.edu)  
338-7339

**Cesar Chavez Student Center (CCSC)**  
<http://www.sfsustudentcenter.com/>

Governing Board  
<http://sfsustudentcenter.com/governingboard/>

Mary Keller, Program Services  
[mkeller@sfsu.edu](mailto:mkeller@sfsu.edu)  
338-2820

Aimee Barnes, Program Developer Officer  
[abarnes@sfsu.edu](mailto:abarnes@sfsu.edu)  
338-1044

Noel Morales, Production Services  
[noelm@sfsu.edu](mailto:noelm@sfsu.edu)  
338-2730

Room Reservations  
[rooms@sfsustudentcenter.com](mailto:rooms@sfsustudentcenter.com)  
338-2416

**College of Business**  
<http://cob.sfsu.edu/cob/index.cfm>  
338-2509

**College of Creative Arts**  
<http://www.collegeofcreativearts.org/>

Ray Haddox  
[haddox@sfsu.edu](mailto:haddox@sfsu.edu)  
338-2020

**College of Humanities**  
<http://www.sfsu.edu/%7Ecollhum/>

Margaret Boehm,  
Humanities Coordinator  
[mboehm@sfsu.edu](mailto:mboehm@sfsu.edu)  
338-3291

**Counseling & Psychological Services**  
<http://www.sfsu.edu/~psyservs/>

Willie Mullins, Clinical Director  
[wjmull@sfsu.edu](mailto:wjmull@sfsu.edu)  
338-2208

**Department of Public Safety**  
<http://www.sfsu.edu/%7Edps/>

Captain Tony Duenas, Operations Commander  
[aduenas@sfsu.edu](mailto:aduenas@sfsu.edu)  
338-2623

**Disability Programs and Resource Center (DPRC)**  
<http://www.sfsu.edu/~dprc/welcome.html>

Gene Chelberg, Director,  
[dprc@sfsu.edu](mailto:dprc@sfsu.edu)  
Voice/TTY: 415/338-2472

**Division of Information Technology**  
<http://www.sfsu.edu/~doit/>  
[doit@sfsu.edu](mailto:doit@sfsu.edu)  
338-1420

**Educational Opportunity Program (EOP)**  
<http://www.sfsu.edu/~eop/>

Ginger Yamamoto, Director  
[ginyam@sfsu.edu](mailto:ginyam@sfsu.edu)  
338-1085

**Environmental Health & Occupational Safety**  
<http://www.sfsu.edu/%7Eriskmgmt/ehos/ehoss-taff.html>

Robert (Bud) Shearer  
[rshearer@sfsu.edu](mailto:rshearer@sfsu.edu)  
338-1449

**Facilities & Service Enterprises**  
<http://www.sfsu.edu/~plantops/>

Phil Evans, Campus Grounds  
[pevans@sfsu.edu](mailto:pevans@sfsu.edu)  
338-1845

Jim Cassin, Campus Grounds  
[jcassin@sfsu.edu](mailto:jcassin@sfsu.edu)  
338-1845

Delma Munoz, Campus Support Services  
[delma@sfsu.edu](mailto:delma@sfsu.edu)  
338-6780

Cristina Maristela, Campus Support Services  
[crissy@sfsu.edu](mailto:crissy@sfsu.edu)  
338-7244

**Gymnasium Facilities**  
[http://chhsweb.sfsu.edu/facilities/group\\_facilities\\_use.html](http://chhsweb.sfsu.edu/facilities/group_facilities_use.html)

Peter Johnson, [pbjohns@sfsu.edu](mailto:pbjohns@sfsu.edu)  
338-3330

**J. Paul Leonard Library**  
<http://www.library.sfsu.edu/>

Tammie Huynh  
[tamhuynh@sfsu.edu](mailto:tamhuynh@sfsu.edu)  
338-7327

Cydney Hill, Special Collections/Archives  
[cyhill@sfsu.edu](mailto:cyhill@sfsu.edu)  
405-0309

**Office of Public Affairs & Publications**  
<http://www.sfsu.edu/~news/pubcom@sfsu.edu>  
338-1665

**Office of Safety & Risk Management**  
<http://www.sfsu.edu/~riskmgmt/>

Maria Garcia, Insurance, Waivers  
[mpgarcia@sfsu.edu](mailto:mpgarcia@sfsu.edu)  
338-2362

**Residence Life**  
<Http://www.sfsu.edu/~housing>

Kevin Kinney, Assistant Director  
[kjkinney@sfsu.edu](mailto:kjkinney@sfsu.edu)  
338-2729

**S.A.F.E. Place**  
[http://www.sfsu.edu/~safe\\_plc/](http://www.sfsu.edu/~safe_plc/)

Nina Jo Smith, Coordinator  
[chaya@sfsu.edu](mailto:chaya@sfsu.edu)  
338-2819

**Seven Hills**  
<http://www.sfsu.edu/%7Emeetings/index.html>

Jim Raney, Conference Services  
[jraney@sfsu.edu](mailto:jraney@sfsu.edu)  
338-3972

**Student Health Service**  
<http://www.sfsu.edu/~shs/>

Dr. Alastair Smith, Medical Director  
[aksmith@sfsu.edu](mailto:aksmith@sfsu.edu)  
338-1759

**University Advancement**  
Norma Siani, Director, Special Events  
[siani@sfsu.edu](mailto:siani@sfsu.edu)  
338-6141



## planning events

- ❑ Large events should work closely with OSPLD early on in the event planning process
- ❑ Disability access
- ❑ Security
- ❑ Concessions (requires food permit)
- ❑ Clean-up arranged
- ❑ Parking and Transportation
- ❑ Forms completed and delivered to appropriate offices
- ❑ Insurance (may be required for certain physical activity, events with non-SF State invited guests, etc)

# event planning checklist

## Working With OSPLD University Partners

**Associated Students Incorporated**  
<http://www.asisfsu.org/>  
 338-2321

**Cal State 9 Credit Union**  
 338-3019  
 Banking Services

**Campus Landscaping & Grounds**  
 Phil Evans  
 338-1845

**Cesar Chavez Student Center**  
<http://sfsustudentcenter.com/>  
 Mary Keller  
 338-2820

*Program Services*  
 Noel Morales  
 338-2730

*Production Services*  
 Aimee Barnes  
 338-1044  
 Richard Oakes Multicultural Center; Program  
 Developer Officer

**Department of Public Safety**  
<http://www.sfsu.edu/~dps/>  
 Captain Tony Duenas  
[aduenas@sfsu.edu](mailto:aduenas@sfsu.edu)  
 338-2623  
 Security & Safety

**Environmental Health & Occupational Safety**  
 Robert (Bud) Shearer  
 338-1449  
 Health & Safety

**Risk Management**  
<http://www.sfsu.edu/~riskmgmt/Insurance>  
 Maria Garcia  
 338-2362

## Forms

- ☐ Food Permit (available at OSPLD and submitted for all food sales and giveaways on campus). Signed by Environmental Health & Occupational Safety and OSPLD
- ☐ Tabling Permit (available at OSPLD and submitted for tabling on campus)
- ☐ Event Application Form
- ☐ Demonstration/Counter Demonstration Form
- ☐ Insurance (Signed by Risk Management)
- ☐ Liability Waiver Forms
- ☐ Grounds Request Form
- ☐ Facilities Operations Form for Tables and Chairs

## Publicize Your Event

- ☐ Decide your target audience, advertising budget and a detailed publicity plan at least four weeks prior to event to effectively reach your audience.
- ☐ Flyer/poster
- ☐ Press Release for Golden Gate [X]press
- ☐ Press Release off-campus newspaper/magazine
- ☐ Advertisements Golden Gate [X]press "The Week Ahead" calendar
- ☐ Website (your own site and links to others)
- ☐ Banner
- ☐ OSPLD Indoor Events Calendar
- ☐ J. Paul Leonard Library Publicity (glass case) Contact 338-7327
- ☐ Announcements at student organization meetings (with group's approval)
- ☐ Announcements in classes (with professor's approval)
- ☐ Distribution plan

## Final Steps

- ☐ Pay all bills on time
- ☐ Promptly negotiate any discrepancies and document in writing
- ☐ Obtain feedback on event
- ☐ Develop folder for successor with timeline, actual budget, publicity and all correspondence
- ☐ Send thank you notes/cards

